

MONTANA FISH, WILDLIFE & PARKS
INTERN PROGRAM ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Maren Murphy, Parks Planner

ADDRESS: 1420 E. 6th Avenue

CITY: Helena

STATE: MT

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DATE OF ANNOUNCEMENT: Friday, January 11, 2013

APPLICATION DEADLINE: Monday, March 4, 2013 at 5:00 PM (postmarked)

****STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE****

POSITION TITLE: Parks Planning & Research Intern

OF POSITIONS: 1

LOCATION(S): Helena, MT

WORK START/END DATES: May 20 – August 16

HOURS/WEEK: 40 hours a week; 480 hours total

TRAINING/ORIENTATION DATES: Project training in Helena; date to be determined based on schedule.

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC):

Funded at \$9.00/hour. Vehicle will be provided for necessary travel in the region or reimbursement for personal vehicle use; meals and lodging will be reimbursed as appropriate within FWP meal and lodging policies; laptop computer will be provided as necessary.

POSITION DESCRIPTION:

The Parks Planning & Research Intern will work to improve statewide parks visitation methodology. The intern will conduct an inventory of State Parks, and develop a sampling protocol and methodology for collecting and updating visitation metrics in the field. This effort will improve a consistent method of data collection across the state and will result in updated data for Parks management. In conjunction with the Parks Planner and regional staff, the intern will also help train field staff on visitation reporting methods as necessary to improve accuracy and maintain consistency throughout the parks.

Responsibilities:

Internship responsibilities will include but not be limited to the following:

- Conduct research on visitation data collection methods and best practices
- Develop and implement a survey to inventory and determine characteristics and features of parks
- Conduct staff interviews to gain additional information on park features and visitor access patterns
- Conduct field visits at specific parks throughout the state as necessary
- Develop a system for categorizing parks based on information collected
- Develop and test sampling protocols for updating visitation metrics
- Produce a final report based on results with timelines for implementation

- Assist the Parks Planner and regional staff with visitation training as necessary
- Assist on additional park planning projects as available based on need and interest

Learning Objectives:

- Develop a working knowledge of recreation management and program evaluation
- Gain an understanding of the Montana State Parks system through the identification and categorization of park characteristics
- Collaborate with diversity of staff experts at the field, regional, and state levels
- Assess and update existing metrics with regards to visitation data collection and monitoring
- Utilize statistical analysis and sampling methods with a purpose of developing and implementing sampling protocol for visitation data collection

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):

Academic majors or coursework related to recreation planning, environmental policy and project management, geography, statistics, parks and recreation management, or resource management is preferable. Upper-level class standing and/or coursework is preferred. Strong research and analytical skills with demonstrated experience in statistical sampling methods and data collection is necessary. Excellent oral and written communication skills and independent work skills is highly desired. Must be comfortable interacting with the public in an outdoor recreation setting. Must have a good driving record and a valid drivers license. Proficient in Microsoft Word and Excel. Experience with Access is desired.

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):

Submit resume, cover letter, and three references to:

Maren Murphy
Montana State Parks
PO Box 200701
Helena, MT 59620-0701

Or email: marenmurphy@mt.gov

COOPERATING SPONSORS OF PROJECT:

Montana State Parks

ADDITIONAL INFORMATION: (HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)

Interns will be expected to find their own housing. Travel required as part of position will be reimbursed. Project administration will require a workspace, access to State vehicle, meals and lodging as appropriate within the meal and lodging policies, uniform, a loaner laptop computer, cell phone, and supplies.